

CREDITOR UPLOAD

A creditor matrix contains creditor information such as the name of the creditor and their mailing address. This information is used for noticing and claims information when applicable; therefore, the accuracy of the information provided is imperative.

The following instructions will guide you through the process of uploading creditor information (.txt file) to the Electronic Case Filing (ECF) system as well as how to enter creditors manually.

You may only add creditors when you open a bankruptcy case. You may load creditors into a case one at a time. After the initial load of creditors, you will not be able to add, edit or delete creditors from a case.

Only court staff can add, edit or delete creditors after the initial attorney upload.

Uploading a Creditor “Matrix”

STEP 1 Create the creditor matrix and save it as a **.txt file**. (ASCII program)
[NOTE: Do not add the case number to the file as it will be counted as a creditor.]

STEP 2 Select **Bankruptcy** from the Main Menu, then click on **Creditor Maintenance** from the Bankruptcy Events menu. The *Creditor Maintenance Menu* appears.



STEP 3 Select **Upload a creditor matrix file** from the *Creditor Maintenance Menu* screen.

STEP 4 The **Creditor Processing - Upload a File Method** screen appears.

The screenshot shows a web form titled "Creditor Processing - Upload a File Method". It features a "Case Number" label above a text input field. To the right of the input field, a hint text reads "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

- Enter case number and click on **Next** to continue, or **Clear** to restart.

STEP 5 The **Load Creditor Information** screen appears.

The screenshot shows a web form titled "Load Creditor Information". It displays a message: "Case 1-00-10003-cbd already contains creditors!". Below this, it shows "Case number 00-10003". The main instruction is "Enter name of file and click on Next", with an example: "Example: c:\creditor.scn". There is a text input field followed by a "Browse..." button. At the bottom are "Next" and "Clear" buttons.

- Enter name of file, or click on **Browse** to search. File must be in **.txt** format.
- Click on **Next** to continue, or **Clear** to restart.

STEP 6 The **Add Creditors - Total Creditors Entered Verify** screen appears:

The screenshot shows a web form titled "Add Creditor(s)". It displays the text "Total Creditors Entered 1". At the bottom is a "Submit" button.

- ♦ Verify the creditor count information.
- ♦ **If correct**, click on **[Submit]** button.
- ♦ **If incorrect**, click on **Back** hypertext link to return to the previous screen. This will return you to Step 5 so that the file uploaded may be checked and/or replaced. (Example: creditors on wrong case number).

STEP 7 **The Creditors Receipt** screen appears, acknowledging the total number of creditors added to database. Creditors are now attached to the bankruptcy case.

Creditors Receipt	
Case Number	00-10003
Total Creditors Added to Database	1
File A Proof Of Claim	
Return To Creditor Maintenance Menu	

STEP 8 To proceed from this point:

- ♦ Select **File A Proof of Claim**; see that section for instructions.
- ♦ Select **Return To Creditor Maintenance Menu** hypertext link to return to the Creditor Processing menu.
- ♦ Select option from CM/ECF Main Menu

QUICK TIPS BEFORE FILING CREDITOR MATRICES

- 1) Make sure file was saved in ASCII text format
(.txt file extension)
e.g.: JSmithmatrix.txt
- 2) Creditors should be listed in alphabetical order,
in a single column *down the left-hand side of the
page (left justified)*
- 3) Diskette should be labeled with debtor's name
and number of creditors included on matrix
e.g.: John Smith matrix - 24 creditors
- 4) When filing an amended matrix, make sure that
only the creditors being added are listed. Note
that amended matrices may not be filed
electronically. The diskette should be labeled
“amended matrix”, with the debtor's name, case
number, and number of creditors to be added
included on the label.
*e.g.: John Smith 00-10000-478
Amended matrix - 5 creditors*